



IDAHO REAL ESTATE COMMISSION  
PO BOX 83720, 633 N. 4<sup>TH</sup> STREET  
BOISE, ID 83720-0077  
TEL: (208) 334-3285; FAX (208) 334-2050  
(866) 447-5411 TOLL FREE IN IDAHO  
TRS (800) 377-3529  
WEB: [www.irec.idaho.gov](http://www.irec.idaho.gov)

<i>Commission Use Only</i>	
Approved by/Date: _____	
Effective Date: _____ Expires: _____	
Approval #: _____ # of Hrs: _____	

## Real Estate Course Approval Application

*(For certification of any continuing education elective course. See 54-2036)*

**THIS COMPLETE APPLICATION MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO THE FIRST COURSE OFFERING.**

### Required Attachments

Checklist	Attachments	IREC Only
	Final exam and answer key (for courses that are not delivered live)	
	Course materials (student outline, handouts, pamphlets, overheads)	
	Certificate of Completion (must include student name, course title, delivery method, dates, classroom hours, course approval number, signature of school representative, school name)	
	Registration information and proposed advertisements, if available (All advertisements and registration information showing the course name <b>MUST</b> also include the course approval number)	
	ARELLO Distance education certification, or equivalent, if course is via distance learning	
	\$50 nonrefundable application fee, payable to IREC	
	This fully completed application, submitted at least <b>60 days prior</b> to any proposed course offering	

### A. Personal Information

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Certified Provider for the class will be: \_\_\_\_\_

### B. Course Information

Course Title: \_\_\_\_\_

Classroom Hours (54-2036(2)) \_\_\_\_\_

The following table contains approved topics for continuing education (Rule 402.01). Please check which topic this course falls under.

✓	Approved Topic	✓	Approved Topic
	a. Real estate ethics		q. Brokerage office management and supervision
	b. Legislative issues that influence real estate practice		r. Use of calculators or computers as applied to the practice of real estate
	c. Real estate law; contract law; agency; real estate licensing law and administrative rules		s. Use of technology as to the practice of real estate
	d. Fair housing; affirmative marketing; Americans with Disabilities Act		t. Licensee safety
	e. Real estate financing, including mortgages and other financing techniques		u. Commercial real estate topics
	f. Real estate market measurement and evaluation		v. Tenants in common
	g. Land use planning and zoning; land development; construction; energy conservation in building		w. Mobile/manufactured homes
	h. Real estate investment		x. Green market
	i. Real estate appraising		y. Senior market
	j. Real estate marketing procedures related specifically to actual real estate knowledge		z. Negotiation skills
	k. Accounting and taxation as applied to real property		aa. Communication skills
	l. Real estate inspections		bb. Resort and recreation
	m. Property management		cc. Farm and ranch
	n. Timeshares, condominiums and cooperatives		dd. Timber and mining
	o. Real estate environmental issues and hazards, including lead-based paint, underground storage tanks, radon, etc., and how they affect the practice of real estate		ee. Professionalism
	p. Water rights		ff. Business success

How will this course improve licensee's ability to provide greater service and protection to the public?

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Describe the course delivery method (live, independent study, video, correspondence, internet, CBT, IVC, other). ARELLO Distance Education certification, or its equivalent, is required for any distance education course.

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Providers are required to include the “**100% Attendance policy**” in each approved student course outline for all prelicense and continuing education courses. How do you intend to monitor the 100% attendance?

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### C. Proposed Course Schedule

Upon approval of this application, you will be mailed a blank course schedule to fill in the necessary information.

## Course Presentation Outline

Please fill out the outline on page 4 showing each major segment with a detailed breakdown of subtopics. Please show all periods of non-instruction (i.e. breaks, lunch). See EXAMPLE.

### EXAMPLE:

# Minutes for each major segment	Subject content of each segment	*Learning Objective—What will the student be able to do after this activity?	Teaching technique	Informal Assessment Method
15 minutes	Introduction and course objective	<i>Identify students' knowledge</i>	Lecture	Pre-assess: What do students already know?
30 minutes	Applying It to Real World	<i>Identify</i> agency levels in various situations	Group Exercise/ Case Studies	
60 minutes	Your Broker's Policy	<i>Evaluate</i> effect of broker's agency policy on their day-to-day practice	Lecture/Group Discussion	Brief group presentations
Break				

\*Learning objectives should start with action verbs that describe cognitive behavior, such as (but not limited to) Analyze, Apply, Arrange, Calculate, Classify, Compare, Complete, Contrast, Describe, Distinguish, Explain, Find, Graph, Illustrate, Interpret, List, Locate, Measure, Name, Outline, Perform, Plan, Predict, Qualify, Rate, Recall, Recite, Specify, Solve, State, Translate, Verbalize.

## D. Signature and Certification (sign and notarize)

CERTIFICATION BY APPLICANT: I certify that all responses are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading responses, my application may be rejected or my certification terminated. I understand that upon approval, I will be expected to comply with, protect and promote the purposes, goals, and objectives as stated in the Idaho Real Estate License Law and Rules and the *Certification Policy*.

\_\_\_\_\_  
Applicant signature

State of \_\_\_\_\_ )  
 ) ss  
County of \_\_\_\_\_ )

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

Notary  
Seal

\_\_\_\_\_  
Signature of notary public

Residing at \_\_\_\_\_ My commission expires \_\_\_\_\_

# Course Presentation Outline

(See page 3 of this application for an example)

# Minutes for each major segment	Subject content of each segment	*Learning Objective—What will the student be able to do after this activity?	Teaching technique	Informal Assessment Method